

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 1999/09/27 : CIA-RDP86-00244R000100060006-4

13 August 1969

MEMORANDUM TO: Building Planning Staff, OL

SUBJECT : Office Procedures - Establishment and Maintenance of
BPS Glossary of Terms

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1. The Building Planning Staff does not have a T/O to absorb all assigned personnel. The PPB member will only be assigned part-time and will work out of his own office at Headquarters. The Office of Security member, [REDACTED] will initially work only half time at the BPS. [REDACTED], the Office of Communications representative, is now working full-time in the BPS. [REDACTED] and [REDACTED] the two Office of Logistics representatives are working full-time in the BPS. Other Office of Logistics Officers are anticipated to be working in the BPS from time to time. The undersigned is detailed from DDP and is working in the BPS. 25X1A

2. The diversity of backgrounds represented by the individuals mentioned above makes it imperative that terms, abbreviations, and alphabetical indicators be clarified and defined. They should be used with understanding and consistency. This means that a BPS Glossary file must be established and maintained by the BPS. Once set up, a copy of the contents of this folder will be reproduced so that each participating officer may have a set.

3. It is expected that each specialist will continue to contribute terms and appropriate definitions as the need arises. Each new contribution will be added to the proper current list by the responsible officer. Periodically the BPS secretary, [REDACTED] will bring the list up-to-date in typed form and submit a new copy to each member of the Staff. Such a new run will be made when the number of additions warrants but at least once every three months. STATINTL

4. Each section of the BPS Glossary of terms will be maintained by the officer responsible for that area of specialization in the BPS. These are as follows:

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- General Logistical Terms
- Engineering Terms
- Construction Terms
- Architectural Terms
- Communications Terms
- Security Terms
- (PPB Representative) - Management and Programming Terms

An adjacent folder has been set up to contain glossaries and other collections of terms which have been produced elsewhere but which pertain to building planning and construction. This folder is titled "REFERENCE GLOSSARIES".

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5. Once the initial list is submitted each responsible individual will augment this listing as necessary. If during the work of the Staff, any member comes across an unfamiliar term he will judge the general content of the subject which he is reading and take the term involved to the appropriate specialist for definition and subsequent inclusion by him in the glossary of terms.

6. Each of the above categories in the total BPS Glossary will commence on a separate page. Each page will be dated and when a section is retyped and reproduced for all the BPS members it will carry the new date. Only sections to which additions have been made will be retyped and reproduced for distribution by the BPS secretary. These new issuances will replace the old sheets page for page.

7. This glossary should facilitate the work of each member of the Building Planning Staff. It will assist in research, general reading, and in the comprehension of official documents as well as in the preparation of memoranda and staff studies. The consistent use of correct terms will strengthen the work of the Staff and make our products, as they are distributed around the Agency, more meaningful and precise. If there are various interpretations of a single term each will be carried under the appropriate section. If there is any conflicting opinion as to the correct meaning of a term, the Chief, BPS, will decide upon the interpretation which will be used in the future in the building planning program.

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Chief
Building Planning Staff, OL

Distribution:

Orig - OL/BPS/Subject File - Procedures
1 - OL/BPS/Chrono File

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